



# Middletown Public Library

700 West Main Rd. Middletown, RI 02842 - 401-846-1573

[middletownpubliclibrary.org](http://middletownpubliclibrary.org)

## **Equipment Loan Request for use in the Library Meeting Room**

Borrower's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Equipment being requested:** please check-off selections

Podium - \_\_\_ microphone (for podium) - \_\_\_

Use of TV Screen – including **2 remote controls** for TV and Sound Bar \_\_\_

Projection Cables - **HDMI:** 6 ft (black) \_\_\_ 12 ft (blue) \_\_\_ 25 ft (gray) \_\_\_

**VGA:** 25 ft (black) \_\_\_

Laptop (including 1 power supply) \_\_\_

**Additional items:** power strip, extension cord, computer mouse, etc... \_\_\_\_\_

**Borrower agrees to be responsible for any damage or loss to Library's equipment, and will agree to pay for said damages as assessed by the Library Board of Trustees.**

**Borrower Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed out:**

**Signed in:**

Staff initials: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Borrower's initials: \_\_\_\_\_

Borrower's initials: \_\_\_\_\_

Date out: \_\_\_\_\_

Date in: \_\_\_\_\_

Time out: \_\_\_\_\_

Time in: \_\_\_\_\_